



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-ZA

21 April 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy
Memorandum # 43, Equal Employment Opportunity

1. I am totally committed to the Department of the Army goal to provide equal employment opportunity and treatment without regard to race, color, religion, sex, age, national origin, and physical or mental disability and reprisal.
2. I expect all Commanders, managers, and supervisors to ensure that equal employment opportunity is applied to, and is a part of, all personnel management policies, procedures, and actions that affect employment, including recruiting, hiring, assignments, transfers, training, promotions, discipline, and terminations.
3. Support of the principles of the Equal Employment Opportunity (EEO) program will remain a critical element in the supervisory evaluations of managers, supervisors and leaders who have the responsibility for maintaining a productive work environment free of discrimination.
4. Discrimination violates the high standards of honesty, integrity, and organizational values needed to carry out our mission. Unlawful discrimination will not be tolerated. Behavior that could be discriminatory, including racist and sexist jokes and slurs, is unacceptable.
5. I expect each manager, supervisor, leader and employee to create and maintain an environment free of discrimination for our civilian employees. Supervisors will ensure that offenders receive swift and appropriate punishment in proven cases of discrimination. Civilians should report discrimination through their chain of command or to the Equal Employment Opportunity office to seek proper redress for complaints.
6. I encourage all managers, supervisors, leaders and employees to make equal employment opportunity a reality throughout the USAG Heidelberg.
7. A copy of this memorandum will be placed on the website and official bulletin boards.

/s/

WILLIE E. GADDIS
Colonel, AV
Commanding

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